

INFORMATION TECHNOLOGY COMMITTEE

September 17, 2013

8:30 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Pat Shea, Kim Winslow, Becky Taylor, Jason Walter, Kate Chambers, Mary Knellwolf, Mary Jean Ritchie, and Nicola Maurer

(1) **Call to Order:** The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:** Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Darlington Municipal Building, the Hospital, and on the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Boyle, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the August 13, 2013 meeting as presented. Voice vote, motion carried.

(5) **Purchase of new laptop and docking station for Extension:** Mary Knellwolf advised that the laptop she currently uses is several years old and is quite slow. She has been experiencing a lot of problems with it lately, and it runs on Windows XP. The quote for a new laptop is \$746.10, and she would also like to purchase a docking station to go with it which is \$225.00. A motion was made by Boyle, second by Winslow, to approve the purchase of the new laptop and docking station as presented. Voice vote, motion carried.

(6) **Purchase of 6 computers, 9 monitors, 6 MS Office software licenses for ADRC and Economic Support:** Kate Chamber informed the committee that the ADRC and Economic Support unit at Human Services would like to purchase 6 new computers, 9 monitors (some employees need to have dual monitors for their position), and 6 MS Office software licenses. Every year their department receives medical reimbursement and ACA money from the State, and they would like to purchase these new computers with that money. Once their new computers are in place, their current computers will be moved to other employees in Human Services that are outdated or need to be replaced because they are on Windows XP. Jason advised Human Services that there were 18 computers that needed to be replaced in 2014, so this purchase and computer move would take care of 1/3 of those needed replacing. The cost of computers, monitors, and software licenses is \$6,829.23. A motion was made by Shea, second by Boyle, to approve the purchase of the computers, monitors, and software as presented, subject to approval by the Human Services Committee. Voice vote, motion carried.

(7) **Purchase of a laptop and MS Office license for Land Records:** Mary Jean informed the committee that the current laptop she uses is a ToughBook, which she uses out in the field and it is not very fast. She is in the process of switching over her mapping program and having to take classes for it. She has also been going into the schools and giving Power Point presentations on section corners and surveys, and the ToughBook does not hook up to her projector. The purchase of a new laptop would be paid for with grant money. The quote for a new laptop is \$652.54, and the MS Office software is \$254.49. A motion was made by Boyle, second

(8) **Purchase of 2 computers for Treasurer's office:** Becky informed the committee that hers and Kim's computers were purchased back in 2004. They are slow and run on Windows XP, which will no longer be supported in 2014. The quote for the 2 computer towers is \$1,019.46. Motion was made by Shea, second by Boyle, to approve the purchase of the 2 computers towers as presented. Voice vote, motion carried.

(9) **Policy for IT requests:** It was questioned as to why requests must be brought before the IT Committee, if a department has already spoken to Jason in regards to the specs of the equipment and if it will be compatible on the network, it has been approved by the department head, and it has been approved by the department's

committee? There was discussion about whether or not the I.T. Committee is needed any longer or if it should be disbanded. If the committee is disbanded, Jason would be moved to a department head, and he would report to the Finance Committee since it is infrastructure. This item has already been placed on the Executive Committee agenda for discussion. A motion was made by Boyle, second by Shea, to disband the IT Committee, and move Jason to department head. Voice vote, motion carried.

(10) **MHLC business office upgrades at the Manor:** Jason advised that the Hospital is going to purchase new cabling and switches for the business office move to the Manor. The ethernet cable needs to be plenum-rated, due to HIPPA requirements. Jason and Chris will be working with the Manor maintenance department this week to run the new cabling. Then sometime next week one of the business office employees will be moving her office to the Manor, and help Jason and Chris test applications and see how things are working. The final step of the move would be to switch the Manor internet over from Mediacom to CenturyLink, which Jason would like to have done before the snow flies and it gets too cold. The Manor has always experienced problems with Mediacom during the winter months.

(11) **Wireless access:** With the new firewall project and network restructuring, Jason is now able to segment off different VLANs or wireless networks from each other. Jason and Chris spent time learning where most of the cable runs go in the Courthouse and Human Services. They would now be able to set up a wireless access point anywhere in the building, plug it in and VLAN it off from the LAFCO network, but still have just internet access. Jason is looking to possibly put one on the first floor and third floor for the attorneys needing access in the courtrooms.

(12) **Courthouse Firewall Project:** The major part of the firewall change is completed. The new firewall is up and running, and the core switch replacement has taken place. Jason has not heard of any complaints, so he is assuming everything is working for everyone. They reorganized the server room and did a lot of cable work. Jason also reorganized the County's external IP addresses, and assigned them accordingly. The only thing left to do is work with David Chitwood to finish the VPN setup at the Highway. In order to make that server an active directory main controller, it has to talk to the Hospital.

With this change, Jason can now see how much bandwidth is being used and where, and they can regulate how much bandwidth a user can use. Everything can be sent to a syslog server, so if someone keeps trying to log into something then they will be able to find it. The firewall can also block viruses from outside users. With running download tests, Jason says things seem to be running much faster and efficient. And with the new backup configurations set up, if anything major should happen they would be able to restore the configuration and have the system back up and running in 30 minutes.

(13) **Time clock upgrade:** This item has been discussed at previous IT meetings. The time clocks at the Hospital and Manor have been experiencing problems, and the one at the Hospital right now is a borrowed time clock from Information Control Systems, and they are now asking for it back. A replacement time clock would cost approximately \$1,000 each, and the Kiosk system would cost approximately \$2,000 (which would cover the whole County). When Marie Wamsley worked for the Hospital, she had voiced great interest in the Kiosk time clock system to replace the current time clock at the Hospital, but when Nicola spoke to Julie Chikowski about it, she knew nothing about it. Julie did not feel that this was a good time to change time clock systems with their new Chief Financial Officer just starting.

After a discussion, it was recommended that this item go before the next Hospital Committee meeting for their discussion and approval. Because between the Hospital and Manor, they employ the largest number of the County's users.

(14) **2011 and 2012 IT audit:** Nicola had responded to the inquiry from the Wisconsin Department of Health Services pertaining to our 2011 IT audit. They informed Nicola that they were happy with our response on the matter, and they have closed it on their end.

There were other items listed on the audit that Jason would not be able to address until after they completed their AS400 training. That training took place on September 9 & 10. Jason and Nicola will meet to discuss how to respond to those remaining items on the audit.

(15) **Hourly technical support charge:** Due to the budget process going on, Nicola has not had time to work on these figures. This item will be tabled to another meeting.

(16) **Monthly IT update:** Jason previously talked about what he has been working on, with the firewall project and core switch replacement. Once they are done with the Hospital business office move to the Manor, he will be working on the email server & software replacement project.

(17) **IT vouchers:** There are two vouchers for the month. The first one is in the amount of \$16,851.11, which included monthly ACS maintenance agreement, VIPRE antivirus software subscription, and a new server for Network Administration. Finance purchased a new computer, Land Records purchased a new computer and monitor for the Tax Lister position, Land Conservation purchased a new laptop, Microsoft Office software, and hard drives to create a backup server. The Hospital purchased a new scanner, switches, backup UPS, wireless access point, and boxes of cable for the business office move to the Manor. The Highway Dept purchased a backup UPS, and Human Services purchased 2 monitors.

The second voucher was in the amount of \$249.83, which included a switch HUB and 2 access points for Human Services.

A motion was made by Boyle, second by Shea, to approve the two vouchers as presented. Voice vote, motion carried.

(18) **Future agenda items:**

- time clock upgrade
- hourly technical support charge
- new email server, software, and encryption

(19) **Next meeting date:** October 15, 2013 at 8:00am

(20) **Adjournment:** Motion by Boyle, second by Shea, to adjourn the meeting. Voice vote, motion carried.